

UNITED STATES BANKRUPTCY COURT
District of Colorado
721 19th Street Denver, Colorado 80202

EMPLOYMENT OPPORTUNITY

Position Title: **Case Administrator Generalist** Announcement Number 07-04-USBC

Opening Date: February 1, 2007

Closing Date: **Open Until Filled**

Applications will be reviewed as received, interviews will be scheduled as soon as possible, and an employment offer will be extended to the most qualified candidate

Classification Level: CL 23 step 4 to CL 25 step 25

Salary range: \$31,415 - \$ 46,597

Salary placement based on experience and qualifications

This position is a temporary full time position. Appointment not to exceed September 30, 2007
Appointment may be extended subject to fiscal year 2008 funding levels and staffing need.

Expected start date of selected candidate: on or before March 1, 2007

More than one position may be filled from this vacancy posting.

This temporary position does not qualify for federal government benefits. Successful employment with the U.S. Courts is based on acceptable performance and is an at-will employment opportunity.

The Case Administrator Generalist assists in the progression of bankruptcy cases and related adversary proceedings cases from opening to final disposition based upon established statutes and official rules of procedure.

Daily contacts are with judiciary court unit and judicial staff to verify, clarify, and update status of cases or to complete projects.

The Generalist may work on three case administration teams as needed: Intake, Claims and Entry Quality. In addition, the Generalist may be requested to assist with special scanning projects.

REQUIRED QUALIFICATIONS:

- High school graduate or equivalent and at least two years of college.
- Demonstrated work experience in an office environment that emphasized excellent clerical tasks, variety of administrative assistant duties, and customer service.
- Excellent knowledge and ability to operate personal computer with knowledge of Adobe Acrobat, Excel or Quattro Pro, Microsoft PowerPoint and WordPerfect or Word processing programs.
- Familiarity with Lotus Notes (or similar e-mail program) and Lotus Organizer (or similar calendaring program) and Excel spreadsheets
- Must be flexible and willing to fully participate in a team environment. Able to perform multiple tasks and provide back up duties to a variety of areas within the Clerk's Office.
- Good verbal communication skills. Typing speed of 30 wpm with at least 90% accuracy (attention to detail is critical). Excellent spelling, punctuation, grammar, proof reading skills.

DESIRABLE QUALIFICATIONS:

- Bachelor's degree from an accredited college or university.
- Knowledge of the processes for opening bankruptcy cases, docketing claims and processing pleadings in CM.
- Work history or educational background that reflects experience with and an understanding of operational processes in a court environment.

Apply by submitting: U.S. Courts application form located at www.cod.uscourts.gov and click into the District of Colorado Openings link to:

U.S. Courts Human Resources Division
District of Colorado
Attn: 07-04-USBC
1929 Stout Street, Suite C102
Denver, CO 80294

Application materials will also be accepted via Fax at 303-335-2495
Human Resources Division may be contacted at 303-335-2494

Selected candidate will be subject to a background check as a condition of employment.

